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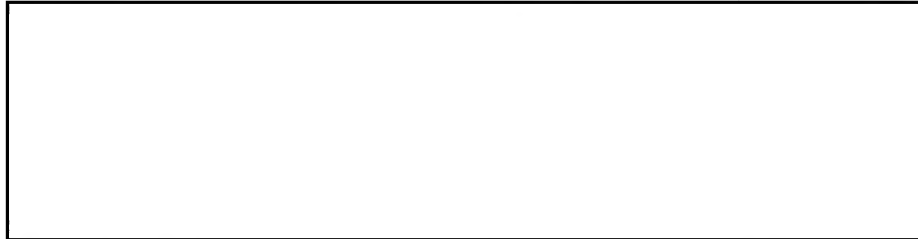
OTR

RESCINDED BY
OTR REG. NO. 25-9,
DATED 30 MAR 1959
19 December 1955

OFFICE OF TRAINING REGULATION NO. 25-9

SUBJECT: Release of OTR Training Materials

REFERENCES:



25X1

RESCISSION: OTR Regulation 25-5, "Procedure for Dispatch of Training Materials for Use Overseas by OTR Personnel," dated 9 July 1954

1. GENERAL

This Regulation governs release of OTR training materials requested by other Agency components.

2. POLICY

- a. OTR will release materials which are approved as doctrinally sound by Chiefs of Schools or Staffs, and which are authorized for release by the originating component if other than OTR, and other approving authorities designated in the references.
- b. Costs of routine servicing of existing training materials will be borne by OTR. Except for personal services, the cost of creating, procuring, or servicing special materials will be borne by the requesting Agency component.

3. RESPONSIBILITIES

- a. The Assistant Chief for Overseas Training, Operations School (AO/OS), will act on requests for the release of OTR training materials.
- b. Chiefs of Schools and Staffs will assist AO/OS, when appropriate, in the processing of requests made by other Agency components.

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- c. The Instructional Services Branch, Support Staff (ISB/SS) will provide support to AO/OS, as required. This will include the maintenance of the central file of training materials and the production or procurement of new instructional aids.
- d. The Counter Intelligence Staff, Operation Approval Branch (CI/OA), has been designated by the DD/P as responsible for approving release of training materials for overseas use.
- e. Reference c. governs release of materials to government and private Agencies in the United States.

4. PROCEDURES

- a. Requests for the release of OTR training materials will be referred for action to AO/OS.
- b. AO/OS will:
 - (1) Provide the requesting component with technical guidance and assistance in the selection of materials.
 - (2) Perform all coordination services involved in the selection and assembly of materials, including appropriate referral when a request affects the interest of another School or Staff.
 - (3) Sterilize materials.
 - (4) When the request pertains to overseas use, secure the approval of CI/OA to release the materials for the purpose stated.
 - (5) When the request pertains to use by government or private agencies in the United States, comply with provisions of reference c.
 - (6) Prepare correspondence relative to requests for materials. Transmittal memoranda will include a listing of materials released, and statements concerning:
 - (a) Approvals which have been obtained governing release of the materials.
 - (b) Restrictions on dissemination or use imposed by approving authority, such as CI/OA.
 - (c) Responsibility of the requesting component for sterilization of material in terms of the use for which it is intended.

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- (7) Provide to Chief, ISE/SS, information necessary to support AO/OS
- (8) Establish and maintain records of:
 - (a) Overseas training programs
 - (b) Requests for the release of materials
 - (c) Materials approved or disapproved for release by OTR
 - (d) Costs involved in servicing special material requests, except the cost of personal services.



MATTHEW BAIRD
Director of Training

25X1

Distribution: School, Staff, and Branch Chiefs/OTR
All Instructors/OTR

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